

Employment Package Check List

- ☐ - Application for Federal Employment; Optional Application for Federal Employment (OF-612), or a resume enclosed **(When applying for multiple grades, you must submit a separate application per each grade. If one application is received, you will be considered for employment at the lowest grade in your application).**
- ☐ - Declaration for Federal Employment (OF-306).
- ☐ - Required Separate Evaluation Criteria Statements enclosed.
- ☐ - Veterans' Preference Documents enclosed; 10 points veteran preference - submit SF-15, VA Letter dated after 1991 and DD214 with discharge information; 5 points veteran preference- submit DD214 with discharge information.
- ☐ - Transcripts enclosed (required when education is a qualification factor or when education is used to meet minimum qualification).
- ☐ - All documents submitted in accordance with "Application Deadline" statement in vacancy.